



DEPARTMENT OF THE NAVY

COMMANDING OFFICER

NAS PENSACOLA

190 RADFORD BLVD

PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 12790.4C

Code 22000

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NASPNCLA INSTRUCTION 12790.4C

Subj: CIVILIAN WELFARE AND RECREATION ASSOCIATION (CWRA)

Ref: (a) DOD Directive 1015.8R
(b) CWRA By-Laws
(c) NAVCOMPTMAN Volume 7, Chapter 5
(d) NAVSO P-3520, Nonappropriated Fund Accounting Procedures

Encl: (1) Regions

1. Purpose. To define functions and purpose of the Civilian Welfare and Recreation Association (CWRA).

2. Cancellation. NASPNCLAINST 12790.4B

3. Policy. Appropriated funds may not be used for the payment of salaries of civilian employees to develop, organize, or supervise recreation programs for civilian employees. Therefore, recreation programs must be developed through the direction and leadership of organized employee recreation groups. No discrimination based on race, color, sex, religion, or national origin shall be permitted in administering the various welfare, recreational, or benevolence programs carried on by the association.

4. Information

a. Coverage. The CWRA of the NAS Pensacola complex is officially recognized as the civilian organization to carry out such general welfare and recreation functions as authorized by the Commanding Officer of NAS Pensacola. All federal civil service/nonappropriated fund personnel of NAS Pensacola and other commands within the NAS Pensacola complex are automatically members upon being employed, excluding Navy Exchange, Contract, and NAS Whiting Field personnel. Membership in the CWRA continues as long as personnel on the rolls of these commands are assigned to the confines of the NAS Pensacola complex.

b. Board of Directors

(1) Functions and Purpose. The functions and purpose of the Board of Directors, as authorized in references (a) and (b), are as follows:

(a) To initiate, develop, and administer a variety of recreational and athletic programs.

(b) To initiate, develop, and administer benevolence programs for CWRA members and, in some instances, immediate members of their families.

(c) To submit recommendations concerning improved operations of activities pertaining to employee services. In order for the CWRA to function properly and in the best interest of the membership of the CWRA, the Board of Directors must be well-informed of employee desires.

(d) Develop, recommend, and execute plans for civilian vending machine operations and for letting of contracts subject to the approval of the Commanding Officer.

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(e) Determine that all phases of the civilian vending machine and food service policy are conducted with utmost fairness and impartiality. Take into consideration all existing directives relative to vending and food service operations aboard naval reservations. Make recommendations concerning facilities and policies for vending services and determining the relative merit of installing or removing vending machines from civilian areas. Final authority for retention, moving, or removal of machines will reside with the CWRA Board of Directors upon approval of the Commanding Officer. Requesting activity will determine placement of machines and request a power certificate from the Navy Public Works Center.

(f) Make recommendations concerning the letting of contracts for floral offerings and retirement plaques sponsored by CWRA. Actions involving authorization for additional civilian contracts, cancellation of such contracts, or the enlarging or diminishing of such contracts shall, in all instances, be referred to the Commanding Officer, via the MWR Director, for final approval.

(g) Will maintain custody and accountability of all income, equipment, and facilities derived and/or purchased from the civilian vending and food service operation. Disbursement of funds will be made only to approved employee service functions in the amounts approved by the Commanding Officer.

(2) Regional Representation. Per provisions of references (a) and (b), the CWRA Board of Directors shall consist of 12 members, duly elected, appointed, or volunteered, from each of the 12 regions indicated in enclosure (1). Once elected, the Directors will represent all CWRA members within their respective region, regardless of command affiliation, in all CWRA matters.

(3) Administrative Excusal. Employees duly elected as members of the Board of Directors are granted authority, per reference (a), to be absent on government time from their regularly assigned duties for a reasonable amount of time to perform legitimate business in connection with their offices.

(4) Compensation. No member of the Board of Directors shall receive compensation for services performed in connection with his/her office.

(5) Term of Office. A term of office shall be for a period of 2 fiscal years commencing 1 October of the regions' election year. Directors are eligible for reelection indefinitely.

(6) Officers. Officers of the CWRA shall consist of the President, Vice President, Secretary, and Treasurer. They will be elected by and from members of the Board of Directors at the first regular meeting in October or at a special meeting called for that purpose.

(7) Committees. The Board of Directors shall establish the following committees as deemed necessary.

- (a) Benevolence Committee
- (b) Recreation Committee
- (c) Social and Ticket Committee
- (d) Publicity Committee
- (e) Other committees as deemed necessary

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c. CWRA Election Committee. A CWRA Election Committee will be appointed by the Director, Morale, Welfare, and Recreation (MWR). This committee shall be composed of at least three members who will coordinate their activities with, and obtain assistance from, the Management Assistant in the CWRA Office. The CWRA Office will prepare and distribute all directives and forms for the submission of nomination and election of CWRA Directors. The election committee shall:

- (1) Establish rules and regulations for the conduct of the election.
- (2) Appoint ballot box supervisors to serve at polling places.
- (3) Distribute assigned ballot boxes and ballot forms.
- (4) Arrange for the count of ballots and publicize the results of the election.
- (5) Ensure an impartial and fair election so that all employees will be encouraged to participate.
- (6) Perform incidental and related duties as required.

d. CWRA Staff. The functions and purpose of the CWRA staff are as follows:

(1) Management Assistant. A nonappropriated fund employee will be employed as the Management Assistant for CWRA and will be directly responsible for:

- (a) Arrangement for additions/deletions of vending machines.
- (b) Scheduling of audits.
- (c) Assisting with programs as directed by the CWRA Board.
- (d) Performance of all accounting procedures to include the proper receipt, disbursement, and accountability of the CWRA funds.
- (e) Submit a monthly financial statement to the CWRA Board. These statements shall be submitted for review and approval at the next scheduled CWRA meeting and signed by the treasurer.
- (f) All official CWRA correspondence.
- (g) Complete documentation and coverage of all CWRA Board meetings.
- (h) Other duties as assigned.

(2) Duties of the MWR Director

(a) The Director of MWR, as fund custodian, shall submit monthly financial statements to the Commanding Officer and ensure the annual audits are prepared per reference (a). The Commanding Officer may request more frequent audits. A copy of this annual and/or other audits will be forwarded to the Commanding Officer. All transactions concerning the above shall be in accordance with references (c) and (d).

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(b) Review and approve CWRA budget and send to Commanding Officer.

(c) Responsible for letting contracts for retirement plaques and florist contracts for floral offerings sponsored by CWRA. Responsible for advertising bids for CWRA functions such as the Children's Christmas Party, etc.

(d) An employee of MWR shall act as ex officio member and will represent the MWR Director. This employee will advise and assist the committee on matters of policies and procedures.

(e) Neither the MWR Director nor his/her representative will be a voting member of the Board; nor shall they assume any accounting bookkeeping or record keeping duties for the committee.

5. Other commands shall comply with the provisions of this instruction.


J. M. DENKLER

Distribution:

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(NASPNCLAINST 5216.1S)